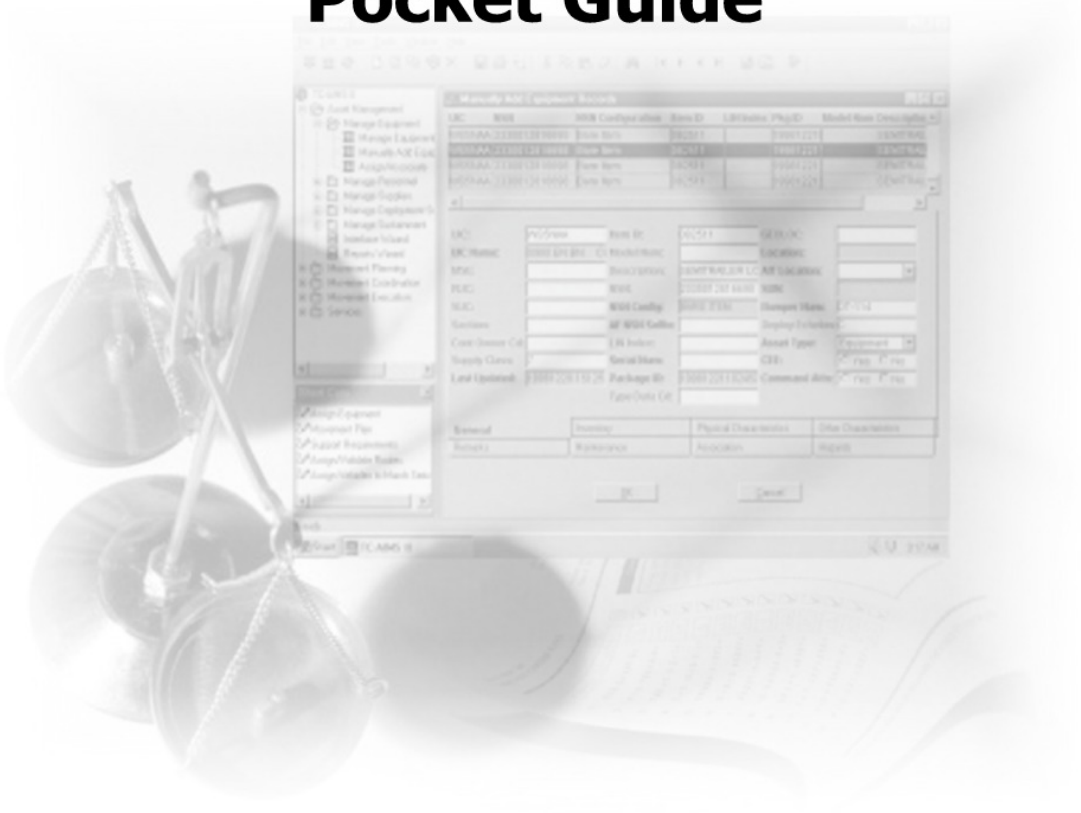
TC-AIMS II
Pocket Guide



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Deployment Process Modernization Office

US Army Transportation School

Fort Eustis, VA

Current to version 1.09.03.03

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Typical Deployment Flow

1. FORSCOM will provide XXXXX with specific guidance and procedures to be used in creating, validating and transmitting TPFDD data from JOPES to JFRG II systems. This function consists of importing the Army portion of the original JOPES TPFDD into the Force Provider's JFRG II system.

(a) FMs are created to distribute the TPFDD (requirements data with ULNs and movement data) to all TC-AIMS II systems. FMs are created for all non-Corps major subordinate units that have JFRG II systems that may include installations with Brigade or smaller sized units. FMs contain a grouping of all units ULNs with cargo/pax and movement data for major subordinate elements with the JFRG II system. FMs are also created for National Guard and Reserve units tasked to deploy. These FMs are transmitted to the National Guard Bureau and USARC JFRG II systems. The classified FM TPFDD data must be created for all these users and a declassified TPFDD created for other subordinate non-divisional units without JFRG II at their level.

(b) **FORSCOM** will create a plan prior to importing JFRG declassified FM on the Enterprise Server. (See annex D for creating Army plan in TC2)

2. **IMPORT TPFDD.** After creating a plan on the TC-AIMS II server, FORSCOM will import the TPFDD and announced through simulated Newsgroups and emails that the plan is available to be sourced. A notification will be sent to the installation and corps levels. Once the installation and corps have reviewed the plan they will notify individual UMOs that the plan is available for sourcing.

NON TPFDD MOVES. Users may create plans on the Enterprise Serve for NON-TPFDD moves such as Exercises and moves that do not require strategic lift.

1. Click on **Tools**, a drop down menu appears
2. Highlight Plan, click **NEW,** TCAIMSII PLAN MANAGER appears
3. Type in a plan name, tab to the next field.
4. Click on the down arrow in the **Armed Service** field, drop down menu appears.
5. Click **U.S. Army**, cursor is in the Type Data Code:
6. **Type** in a Type Data Code
7. OPLAN Id remains blank
8. Click the right arrow under the **classification field, click unclassified**.
9. Click the Numeric Measurement radio button for **US**
10. Click the Rail Plan Location radio button for **US**
11. Click the **Apply** button to save the plan.

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IMPORT JFRG II – NOT TO BE USED FOR THE ENTERPISE SERVER, EXCEPT IN CERTAIN CIRCUMSTANCES.

1. **With a plan open, Click Wizards in the top line Menu.**
2. **Click** Interfaces.
3. **Click** Import/Export.
4. **Click the radio button beside** Movement Planning.
5. **Click Ok Click on** Import, then Next.
6. **Use the scroll bar to find JFRG, highlight and click next** the **select Import file appears.**
7. **Click the down arrow in the Look in filed, select A; drive.**
8. **With the JFRG diskette in the A; drive highlights the desired JFRG file. File appears in the File name.**
NOTE: **importing a JFRG file will have a** PEJ **extension.**
9. **Click** open. **The Importing JFRG data screen appears.**
10. **When the processing files finish, a line will appear at the bottom "Import Complete"**
Click the **DONE** button in the bottom right hand corner.
Click **cancel,**

3. **CREATE UDL**: **This function consists of creating the battalion UDL, by manually assigning personnel and equipment assets from the OEL by matching to the requirements. UMO must ensure equipment is configured to support the mode of deployment/configuration within TC2.**

1. **Double click** Movement Planning
2. **Double click** Create UDL**.**
3. **Double click** Assign/Source Equipment **sub-task.**
4. **Click a piece of equipment (or select multiple pieces of equipment by holding down the shift or control key) in the OEL window to be assigned to**
The UDL.
5. Click Assign. **The assigned pieces of equipment are highlighted green in the OEL window and displayed in the UDL window.**
6. **Click** OK t**o save changes.**
7. **Click to** highlight piece **or** pieces of equipment **In the UDL by holding down the Shift Key or control key**
8. **Click on the** TOOL – Assign /Edit **on the menu bar, ULN window appears**
9. Double click in **the ULN field**, ULNs appear from the TPFDD, Click appropriate ULN (or enter the appropriate ULN in the blank ULN data field)
10. Click OK, the System assigns ULN to cargo and click OK, System assigns ULN to cargo.
11.. Click OK to save the UDL.
12. Click Cancel to close.

4. **CREATE SEGMENTS AND LEGS**: **Units will create segments and legs, assign unit equipment to the various movement modes. Units must coordinate with ITO to insure movements are planned and scheduled IAW movement directives. Units are responsible for accuracy and completeness of data.**

AUTO CREATE – Use when a TPFDD has been imported into TC2

1. Click the + sign next to **MOVEMENT PLANNING**, menu expands
2. Click the + sign next **to DEPLOYMENT/EXERCISE**, menu displays
3. Double click **MOVEMENT PLAN**, Movement Plan screen appears.
4. Click **the AUTO Create button**, Auto Create Segment and Legs screen appears
5. Click in the **Select All**, system puts a check mark in box and all ULN's highlighted
6. Click the **AUTO CREATE and OK buttons**, system builds segments and legs.
7. **Highlight a** Segment, Click on the Leg Tab, click a leg that belongs to Segment so that a border is around leg
To verify the equipment/pax assigned to that leg. (NOTE: The system will only assign equipment/pax that were assigned to the UDL)

Manual Create Segments and Legs – Without a TPFDD present

1. Click the + sign next to **MOVEMENT PLANNING**, menu expands
2. Click the + sign next **to DEPLOYMENT/EXERCISE**, menu displays
3. Double click **MOVEMENT PLAN**, Movement Plan screen appears.
4. Click on the **ADD** Segment Button. Strategic Lift Popup screen appears
5. Select the **NONE** radio button, Click OK.
6. Fill in the **SEGMENT Name**, select **GEOLOC** codes for the origin and destination by double clicking. System auto populates.
7. Click **Ok**, system saves

8. Click on the **Legs** tab. Leg plan appears
9. Click on a leg so that it is highlighted in Blue, then click on the **ADD** button.
10. Double click in the **Code** field, enter appropriate code.
11**. If doing Multiple Legs, Click on another leg. Repeat process D-J, change codes if necessary.**

Add Inherent Hazards from the UDL Equipment Tab.

1. Click the + sign next to **MOVEMENT PLANNING**, menu expands
2. **Click the + sign next** to DEPLOYMENT/EXERCISE**, menu displays**
3. Click on **Movement Plan**
4. Click on the **Equipment Tab**
5. **Double click** on the Item for the Inherent Hazmat data you want to add to
6. **Edit** display window appears**, Right Clcik to add**
7. **Click on the HAZ Handling TAB**. Hazardous window appears
8. Double Click in the **UN/HZITM ID field**. Select a record table appears
9. If you know the **UN Code**, they that code in the **WHAT Block, and** change the **WHERE Block to HZLTM** ID field. Click the FIND Button. If you don't know the UN number. Click in the UN/HZITM ID field. In the WHERE Button use the pull down window to select the PROPER SHIPPING NAME**. In the WHAT field** type in **the PROPER NAME** of the HAZARD. Click the **FIND Button**
10. System highlights **the UN that** you're looking for. Click OK
11. System **populates data to different fields** that are associated with inherent hazardous

5. ITO will export JFRG file and electronically send to XXXXX for review. ITO will consolidate legs if necessary and validate configuration of equipment to support mode of transportation.

1. Open Plan **that will be sent to JFRG II**
2. Click WIZARDS **on top of menu, drop down menu displays**
3. Highlight Interfaces**, drop down menu displays**
4. Click IMPORT/EXPORT**, Business Area displays**
5. Click the Radio button **next to** Movement Planning**, and then click OK**
6. Click Export**, Preferences button is turned on**
NOTE: There is no (preferences) interface communications built in TC2. Export to JFRG will be done of diskette.
7. Click NEXT**, Interface scroll window appears.**
8. Scroll to find and then HIGHLIGHT JFRG**, Click** Next**. Select Export window appears**
9. Click the down arrow in the Save in **record and highlight** 3 ½ Floppy (A:)
10. Type in a file name **in the file name field. Notice the extension of (*.PET) export to JFRG**
11. Click the save **button. Export JFRG data screen appears, with the amount of records processed.**
12. Click DONE, **when you received EXPORT Complete**.

MP LOADER

Each unit will perform the following functions in the Movement Planning **MP Loader** module of TC-AIMSII. Assign equipment or personnel to loads to determine transportation requirements for subsequent movement by Rail/Air/Sea/Truck and Bus.
The TCAIMSII MP Loader functionality allows the planner to estimate the number and types of trucks, rail cars, aircraft and ships necessary to conduct the unit move. The Loader allows the planner to match equipment to conveyances by dimensional data or specific theater load restrictions. This allows the planner to determine the additional support assets required for the unit move. In TC2 Movement Planning module the following planning guidance is required to complete MP Loader functions.

Air Movement:

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1. Click the + sign next **to MOVEMENT PLANNING**, menu expands
2. Click on **MP Loader**, Click on desired segment to display the Air Leg
3. Click on the **Air Leg,** and the plan leg segment box appear on the right side
4. **Double click on the air leg icon**, air city pairs. The air screen displays
5 Click on the **Add button**, select aircraft to add
6. Click **on Add button** to add conveyance, change number to add additional aircraft. Click OK
7. Right click to add Conveyance personality data in screen. Complete screen
8. Click Ok.
9. Double click **on Aircraft record**.
10. Click on **available cargo tab**, click on **LOAD** button to load available cargo.
11. Radio button displays, select cargo/pax, highlight what you want to load
12. **Click load button**
13. Click on **Pax, repeat** process 9-12
14. Click Ok.
15. With the City pair highlighted, click the CREATE TCN button. Create TCN screen appears.
16. Select the CREATE TCN FOR ITEMS IN THIS PLAN. Click OK
17. Creation successful screen appears. Generated TCN screen appears, Click OK.

AALPS Interface

EXPORT
Note: Open up Movement Plan (MP) that you wish to export data from.
Note: TCNs must have been created.
I. Click **Wizards** in the top line Menu.
2. Click Interfaces.
3. Click **Import/Export.**
4. Click the radio button next to **Movement Planning.**
5. Click Ok.
6. Click **Export, then Next, click on AALPS, click on next**
7. Screen appears, select by **CITY PAIRs** for Non TPFDD, or **BY ULN** for TPFDD moves.
8. Check mark in the box by the **large P**.
9. Check the **Leg** or the **City pair** that you want to export. Click OK. The browser window appears. Default is MY COMPUTER.
10. TC2 Document **viewe**r opens. Click AALPS Air Viewer. View the following; Header info, Pax, Item Record, Axle, Hazmat.
NOTE: Any column that **has RED** must be reviewed and corrections made.
11. After corrections have been made, Click **EXPORT on the MENU**, dropdown menu appears, click **EXPORT DATA**.
12. Confirmation screen appears, click **yes**. System saves data to file

IMPORT
Note: Plan must be open, BPA is Movement Planning.
Note: Any existing Airplanes that were used for planning will be erased with the import of the AALPs LPE file, your new Loader has the aircraft that was configured by AALPS.
Note: Add Pax aircraft after the Import of the AALPS LPE file.

1. Click **Wizards** in the top line Menu
2. Click Interfaces
3. Click **Import/Export.**
4. Click the radio button next to **Movement Planning.**
5. Click Ok.
6. Click **Import, then Next, click on AALPS, click on next**
7. Select **Import screen appears**, select AALPS file
8. **Click OK**
9. AALPS Import screen **appears**
10. AALPS information screen appears. **Click ok**
11. AALPS **import tab appears**. Review for correctness.
12. Click **Close**.
13 **Click Cancel** on the Interface wizards AALPS screen.
14. Open up Movement Planning, **MP Loader.**
15. Click on **the Air Leg**
16. **Review City pairs**, this will include all AALPS configured aircraft.

Note: Passenger Aircraft will be manually added at this point.

17. **Double click** on the city pair
18. Aircraft conveyance scre**en appears**.
19. Click on the **ADD button** to add a commercial plane.

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Rail Movement

Edit Railroad Location Table
Note: Prior to adding Train the user must create The Ramp Id in the

RAILROAD LOCATION Table.

I. Click Services on the top line menu.
2. Click Maintain Reference Data.
3. Type Railroad **in the find line. Select RAILRAOD RAMP**
4. Click Ok.
5. Right Click in white box and click Add.
6. Input all information and close the window.
7. Click Yes.

Create Stage

1. Click Movement Planning.
2 Click MP Loader.
3. Click the LAND (RAIL) under the MP Loader
4. Double click the City Pair. Rail Car conveyance screen appears.
5. Click on Staging.
6. Click on Add Stage. Stage location and ID appears. Input Location name and save stage
7. Highlight equipment to be assigned to this train.
8. Click Assign Items.
9. Repeat process for Personnel.
10. Close window, by X out.

Add a Train

1. Click Movement Planning.
2. Click MP Loader.
3. Click the LAND (RAIL) under the MP Loader
4. Double click the City Pair. Rail Car conveyance screen appears.
5. Right click in top (small) box for Train and Setups. A POPUP screen appears
6. Click Add A Train/Setup. The ADD/TRAIN information screen appears
7. Input Train INFO, and train restrictions dimensions.
8. Click Insert Default Dimensions.
9. Select the Ramp ID **from the dropdown box.**
10. Select the Stage from the dropdown box. If STAGE has not been completed go to CREATE STAGE.
11. Click Ok.

Add Rail Cars

Stage and Train Setup must be complete to Add Rail Cars. There are two ways to create Rail Cars.

Auto Load

1. Click Movement Planning.
2. Click MP Loader.
3. Click the LAND (RAIL) under the MP Loader
4. Double click the City Pair. Rail Car conveyance screen appears.
5. Click on Auto Load.
6. Place a check mark in the Specify Rail Cars to Auto Load.
7. Click Run Auto Load.
8. Input the number of required type of rail cars.
Note: Specify more cars than necessary. Auto Load will only use what it needs.
9. Click Ok.
10. Close window.

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Manual Add

1. Double click Movement Planning.
2. Double click MP Loader.
3. Click the LAND (RAIL) under the MP Loader
4. Double click the City Pair. Rail Car conveyance screen appears.
5. Click Add
6. Highlight the rail car type and click Add.
7. Edit the count number to the number of cars needed.
8. Click Ok.

Delete Rail Cars

1. Double click Movement Planning.
2. Double click MP Loader.
3. Click the LAND (RAIL) under the MP Loader
4. Double click the City Pair. Rail Car conveyance screen appears.
5. Highlight rail car (conveyance) to delete.
6. Right click and select Mark a Conveyance for Deletion. **The conveyance turns red.**
7. Right click and select DELETE all Marked (Selected) Conveyances.
Note: By selecting Mark All Conveyances for Deletion all conveyances will turn red and be able to delete. This is for Auto Loaded .

Load/Unload a Rail Car

Loading of Rail Cars is for cars created Manually. Or for the addition of cargo to cars created in Auto Load.
1. Double click Movement Planning.
2. Double click MP Loader.
3. Click the LAND (RAIL) under the MP Loader
4. Double click the City Pair. Rail Car conveyance screen appears.
5. Double click the Leg.
6. Double click the conveyance to be loaded.
7. Select the Available Cargo Tab.
8. Highlight all equipment to be loaded and click Load.
9. Select the Pax option under cargo to load Personnel.
10. To Unload select the Loaded Cargo Tab
11. Highlight all equipment to be unloaded and click Unload.
12. Select the Pax option under cargo to unload Personnel.
13. Click Ok.
14. Click Cancel.

Bus Movement

1. Double click Movement Planning.
2. Double click MP Loader.
3. Click the LAND (BUS) under the MP Loader
4. Double click the City Pair. BUS conveyance screen appears.
5. Click on the Add button, select Bus to add
6. Click on Add button to add conveyance, Click OK
7. Double click on Bus record, then click on General Tab
8. Right click to add Conveyance personality data in screen. Complete screen
9. Click Ok.
10. Click on Bus type, click on available PAX to load
11. Radio button displays, select Pax, highlight what you want to load
12. Select load tab
13 Click on Pax repeats process, for the number of busses to be loaded
14. Click Ok

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Truck Movement

1. Double click Movement Planning.
2. Double click MP Loader.
3. Click the LAND (TRUCK) under the MP Loader
4. Double click the City Pair. TRUCK conveyance screen appears.
5. Click on the Add button, select Truck to add. Select
6. Click on Add button to add conveyance, Click OK
7. Right click to add Conveyance personality data in screen. Complete screen
8. Click Ok.
9. Double click on Truck record, then click on General Tab
10. Click on Truck type, click on available cargo load
11. Radio button displays, select equipment, highlight what you want to load
12. Select load tab

Sea Movement

1. Double click Movement Planning.
2. Double click MP Loader.
3. Click the SEA under the MP Loader
4. Double click the City Pair. SEA conveyance screen appears.
5 Click on the Add button selects SEAr to add, water conveyance screen appears
6. Click on Add button to add conveyance, Click OK
7. Double click on Water record, then click on General Tab
8. Right click to add Conveyance personality data in screen. Complete screen
9. Click Ok.
10. Click on Water type, click on available cargo load
11. Radio button displays, select equipment, highlight what you want to load
12. Click load button, x out, to the SEA screen
13. Click the Create TCN button to create TCNs
14. Click Ok

ITO **is responsible for creating and reporting unit movement data (COMPASS) to FORSCOM**

COMPASS is an Army Command and Control support system that uses evolving computer technology with multiple system interfaces that facilitate collection and maintenance of UMD to support planning, strategic mobility analysis, movement execution, and command and control for mobilization and deployment purposes. The Army uses the COMPASS to satisfy CINC, Army and Joint Staff UMD information requirements for deliberate and crisis action planning; strategic mobility analysis, and mobilization and deployment movement execution.

1. Click the + sign next to **MOVEMENT PLANNING**, menu expands
2. Double click on **COMPASS, COMPASS** screen appears with Echelon/ULN radio buttons
3. Click on **ULN**
5. Fill in appropriate header information on **the A** record. NOTE: All fields must be completed. Those fields are UIC, ULN, Strength, SUPERCARGO, Available Date, Depart Date, Required Date, and DMOD.
6. H and J records are optional normally used for RAIL. Click OK and X to close record.
7. **Click WIZARDS** on top of menu, drop down menu displays
8. Highlight Interfaces, drop down menu displays
9. Click **IMPORT/EXPORT**, Business Area displays
10. Click the **Radio button next to Movement Planning**, and then click OK
11. Click **Export**, Preferences button is turned on
12. Click **on Preferences**
13. Two drop down windows, select Interface highlight **COMPASS**
14. Communication drop down window, **select E-mail**
15. Click on **Retrieve**, window appears, type in Originators address and Destination
16. Click radio button **for Attachment**.
17. Click on **Update**, to add recipient
18. Click on the **Add button** to Add address
19. Type **in Address**
20. **Click Update**, and then close
21. Click **on Next,** radio button appears for COMPASS, Highlight COMPASS
22. Select **UICL list**, radio button appears for options of COMPASS/GTN or Both
23. **Select CIC**
24. Click **on Send button**
25. Click on **Save As button**. Select Export window appears
26. **Select A drive**
27. Enter the name of the file in the File Name data field and click on save.
28. Send using **OUTLOOK.**

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Convoy Movement (Create Convoy/Special Permits, 836 Emergency Instructions for Drivers)

Convoy Planning allows the planner to plan convoys to include rest, fueling, and all points from origin to destination. A Convoy Segment with Leg(s) must be created and equipment/personnel must be assigned prior to
Convoy Planning being completed. Brigade S-4 or UMOs are responsible for creating request for convoy or special use permits movements. Units will create DD1265 for convoy movement, DD 1266 for special use permits (oversize/overweight vehicles). This function consists of creating DD1265 (CONUS convoy movement request)/DD 1266 (Special use permit), reviewing the data for accuracy, completeness and adherence to local/MACOM policy directives, and forwarding the forms/data to the supporting highway clearance authority. In CONUS the ITO office receives the DD 1265/1266 from units **and forwards requests to the supporting National Guard STARC who inputs the data into MOBCON to deconflict highway usage and produce a movement order/schedule.**

Create Convoy Routes

Nodes

1. Double Click **Movement Planning.**
2. Double Click **Convoy Planning.**
3. Double Click Create Routes
4. Click the Node tab.

Note: Nodes must be created prior to the Leg and the Route is last.

5. Right click in the empty gray box and click Add.
6. Click the Dropdown box for the Node Type and select type.

Note: Nodes can be points of restriction. Such as a low bridge or narrow tunnel. Location is the only Node type that brings up the Node-Geo Location. If the GEOLOC is known No can be selected for GEOLOC. If the GEOLOC is not know select Yes and look up GEOLOC

7. Type in a Name for the Location. (e.g. Start, Origin, etc.)
8. If Yes was not selected in step 5 type in **GEOLOC and Country** (GM, US, etc.).
9. Double click in TZ Node to select the Time Zone for the node. (Usually Z for Zulu).
10. Input the Maximum Height, Width, Length, Weight and MLC(s.tons) if the node is a restriction.
11. Click on Ok.
12. Click Cancel.
13. Repeat steps 5-11 for each node (starting/stopping point, rest/fuel point, restriction)

Leg

I. Double Click **Movement Planning.**
2. Double Click **Convoy Planning.**
3. Double Click Create Routes
4. Click the Leg tab.

Note: Nodes must be created prior to the Leg and the Route is last.

5. Right click in the empty gray box and click Add.
6. Input the Leg name. (Example: Start to first fuel)
7. **Origin Node:** Select the Origin or next node in the sequence from the dropdown box.
8. **Destination Node:** Select the destination or next node in the sequence from the dropdown box.
9. Input all necessary information in the available spaces.
10. Click Ok.
11. Click Cancel.
12. Repeat steps 5-11 for each leg.

Route

1. Double Click **Movement Planning.**
2. Double Click **Convoy Planning.**
3. Double Click Create Routes

4. Click the Route tab.
Note: Nodes must be created prior to the Leg and the Route is last.
5. Right click in the empty gray box and click Add.
6. Input the Route Name. (Example: Start to Finish)
7. Select the **Origin and Destination** from the dropdown boxes.
8. Select the radio button for Custom in the lower right comer and click on **Populate Legs.**
9. Select the Legs in the **Available Route Legs** and drag to the **Assigned Route Legs.**
10. Click on Verify Route. (A check will appear in the approved box if the route is valid.)
11. Click Ok.
12. Click **Cancel.** The verified route will appear in the bottom gray box.
13. Click Ok.
14. Click **Cancel.**

Assign Validate Routes

1. Double Click **Movement Planning.**
2. Double Click **Convoy Planning.**
3. Double Click **Assign Validate Routes.**
   Note: Convoy created in Movement Planning will be displayed in the top box
4. Highlight the convoy route was created for.
5. Click Available Routes. Available routes will be displayed.
6. Click Ok.
   Note: Route Assigned will be populated with route created
7. Click **Assign/Validate.**
Note: Route Validated will be populated by a check mark
8. Input Convoy Name
9. Input Preferred and Scheduled Departure dates if necessary
10. Click Ok.
11. Click Cancel.
   If user gets following msg
   Note: TC2 info msg screen appears, “There are no routes for this orgin and destination”
   Click OK
   Click available routes button, available routes screen appears
   User selects the available routes to proceed on.

Assign Convoy Points

I. Double Click **Movement Planning.**
2. Double Click **Convoy Planning.**
3. Double Click **Assign Convoy Points.**
4. Select the Convoy from the drop, down box.
5. Highlight **Route Leg Assigned.**
6. Highlight Node Assigned.
7. Select the required **Convoy Points Options** and click Ok.
   Repeat for all nodes
8. Click Ok.
9. Repeat steps 4-8 for the remaining legs
10. Click Cancel.

NOTE: Assign Vehicles to March Units and Serials March Units must be created prior to March Serials.

1. Double click **Movement Planning.**
2. Double click **Convoy Planning.**
3. Double click **Assign Vehicles to March Units.**
4. Select the Convoy from the dropdown box.
A window will appear for input the number of March Units.
5. Input the number of March Units required.
6. Click Ok.
7. Highlight the Vehicles to be assigned to March Unit and click Assign.
Note: Vehicles in the top window will turn light blue and will appear in the bottom window.
8. Click **Assign Units to March Serials.**
9. Input the number of Columns for the **March Serial.**

10. Input the number of **March Serials.**
11. Highlight the **March Unit Available** in the top right box and click Assign.
Note: The equipment in the Assigned to Leg will turn from light blue to dark green then back to light blue and equipment will populate the March Unit window.
12. Highlight the Pace Setter Vehicle in the Assigned to March Unit window and Click the radio button next to **Pace Setter.**
13. Click Ok.
14. Highlight the **Trail Vehicle** in the Assigned to March Unit window and Click the radio button next to **Trail.**
15. Click Ok.

Assign Personnel to Vehicles

1. Double click **Movement Planning.**
2. Double click **Convoy Planning.**
3. Double click **Assign Pax to Vehicles.**
4. Select the **Convoy** from the dropdown box.
5. Highlight the **Personnel** to be assigned. Highlight the **Vehicle** to be assigned to and click on Assign.
6. Highlight the personnel to be assigned as **Driver** and click the radio button next to **Driver.**
7. Highlight the personnel to be assigned as **Assistant Driver** and click the radio button for **Assistant Driver.**
8. Highlight all remaining personnel for this vehicle and click the radio button for **Passenger.**
9. Click Ok.
10. Repeat steps 5-9 for all remaining vehicles.
11. Click **Cancel.**

Estimate Travel Time

I. Double click **Movement Planning.**
2. Double click **Convoy Planning.**
3. Double click **Estimate Travel Time.**
4. Select the Convoy from the dropdown box.
Estimated Travel Time appears. White boxes can be edited for adjustment of distance and times.

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Identify Logistical Requirements

1. Double Click **Movement Planning.**
2. Double Click **Convoy Planning.**
3. Double Click **Identify Logistical Requirements.**
4. Select the Convoy from the dropdown box.
5. Input all necessary information.
6. Click Ok.
7. Click Form 1265.
8. Input all necessary information.
9. Click Ok.
10. Click **Cancel.**
11. Click Form 1266.
12. Input all necessary information.
13. Click Ok.
14. Click **Cancel.**
15. Click **Ok** on the Original window to ensure all saved.
16. Click Form 836 **(NOTE: Must have HAZARDOUS equipment assigned to leg to get a DD Form 836)**
17. Input necessary information, **Click UPDATE**
18. Click cancel

NOTE: Actual printing of FORMS, user must go to WIZARDS, Reports

A. Select MP radio button
B. Click Report that you want printed, a check mark appears
C. For 836, Click convoy by leg, select convoy screen appears
D. Click on Pull down menu for Selected Convoy Legs, select convoy
E. Click OK
F. Click Print

CREATE MSLs

UNIT is responsible for creating providing organization with accurate UDL data required to produce (burn) RF tags and create MSLs.
ITO is responsible for receiving and reviewing UDL data. The unit is responsible for creating MSLs and burning RF tags for each piece of unit equipment. Following the initial creation of the tag or MSL data, it may be re-checked at Rail Marshaling Areas and other key movement staging locations to insure accuracy and completeness.
NOTE: MTMC Deployment Support Brigades (DSBs) with attached Deployment Support Teams (DSTs) have the mission to assist CONUS/OCONUS installations with deployment systems, documentation and other deployment functions. DSTs can assist the installation staff and unit movement personnel with all deployment related functions

Print/Create Labels

NOTE: Must have created TCNs prior to printing MSLs

1. Connect printer to COM Port.
2. Turn printer on.
3. Double Click MOVEMNT PLANNING
4. Double click **Print/Create Labels.**
5. Highlight the records to print labels for:
   a. **Select individual records** by clicking on record.
   b. **Select all** records by clicking Select All.
7. Select Label Type: Click the 2 dimensional MSL radio button
8. Click **Print.**
9. Select Yes if printer is a Zebra. Barcode Printer setup screen appears
10. Radio button 3 of 9 is highlighted. PRINTER SETUP needs to coincide with your box, standalone or server.
11. Select Number of Copies
12. Put in the Ship from Address
13. Put in the Ship To Address
14. Put In Consignee address lines
15. If known, put in the POD, POE, TAC, RDD, Project code**.**
16. Click Print. AIT progress screen appears. Then the information screen appears telling users how many labels were printed
17. Click Ok.
18. Click Close.

19. Click Cancel

SUPPORT REQUEST

UNIT is responsible for creating movement support requests that identify all non-organic movement services required to complete movements. This could include requests for 463L Pallets, containers, commercial transportation, rail movement support or other types of services. These requests are submitted to (ITO).

MOVEMENT PLANNING
CREATE MOVEMENT REQUEST
Movement Planning/Deployment Exercise

1. Select **Create Support Request.** WEB Browser opens to the Movement Coordination Applications, with the CREATE SUPPORT Select Plan
2. Select current plan by clicking on **SELECT** next to the plan name. Select Plan element screen appears.
3. Click in the **SELECT field** for the mode that you want a support request.
4. Click **CREATE REQUEST box**. The Create/Edit support request screen appears. Record the support request **ID NR** for future references.
5. Click on the pull down window **under UIC**, select **requesting unit UIC**
6. Fill in all boxes with the **red underline. NOTE: ALL DTG need to be in the following format – DDHHMMTMMMYY example: 104421ZFEB04**
7. Put in Funding information if funding is required
8. Click the Validate Request button. Scroll to the top of FORM to check for errors. Errors will be in red. Correct errors.
9. If errors were present and user corrected user must click on the **Validate Request button** again. Validate until all errors have been fixed
10. Click on the SAVE UPDATES button, Screen refreshes
11. Click on the **EDIT CITY PAIR** equipment button. Support request **CITY PAIR** appears
12. Validate entries, make any additional adjustments. If user makes changes, user must click the UPDATE Changes button.
13. Click on the SAVE and QUIT button. The Create/Edit request screen appears
14. Click QUIT, if not on a SERVER Export request.

MOVEMENT COORDINATION
TASK A SUPPORT REQUEST

1. Click **on TASK SUPPORT** Request. We browser opens
2. SUPPORT TASK SCREEN appears
3. Click on **Create Support Task**, select support screen appears
4. Click on the **Select** button corresponding to Support Request ID, Create/Edit support task screen appears.

Note: Support Task Id. Support Task Id and Create Support Request ID are linked.

5. Fill in **the blanks on the** Support Task block
6. Click on the **SAVE UPDATES** screen
7. Click on the **EDIT CITY PAIRS** button. Support Request City pairs screen appears
8. User Validates, Click on **SAVE UPDATES.**
9. Task is available to view or edit.

SAAMS REQUEST

Note: Support Request must have been previously completed. Support request has all of the equipment/pax needed to be m

1. Click on **SAAMS request**. Web Browser opens to the SAAMS request screen
2. Click on **Create SAAMS Request**. Create SAAM Request Plan appears
3. Click the **SELECT** field by the plan name that you want to use. Plan Element Screen appears
4. Click **SELECT** for the CITY PAIRS. Select Conveyance screen appears
5. **Place check mark in the SELECT box** for the aircraft that you want for SAAMs
6. Click Create Button. SAAMS airlift screen appears
7. ALL Fields that are blank with **the red underline must be filled in**
8. Click on SAVE
9. Click on the **EXPORT GENSER TAB, screen appears**
10. **File Download** window appears, select where to place file

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CREATE SHIPMENT DOCUMENTS

ITO freight section will create ATCMDs

This function consists of creating an Advance Transportation and Control Movement Document (ATCMD). The TCMD contains the listing of all equipment that will require movement support. Most commonly TC-AIMS II UDL data is used to create ATCMDs for sealift (IBS) but is also used for air movement. ATCMDs for air movement must be submitted to the servicing USAF activity at the aerial port. Although ATCMDS are not needed for RAIL shipment, a TCMD must be created for that so the information can go forwarded on the GBL/CBL.

NOTE: TC-AIMS II requires that the ATCMD be created prior to creating MSLs or CBLs.

Execute Plan Leg

I. Double click Movement Execution.
2. Double click **Execute Plan Leg, TCAIMSII selection window appears**
3. Select the required plan.
Note: The plan name appears in the white box to the left of the screen.
4. Double click the **plan name.**
5. Double click the Segment.
Note: If a segment does not expand then it has no leg to be executed.
6. Click the leg to be executed and click Execute. Confirmation window appears,
7. Click Yes to verify.
8. Create TCNs.
9. Click Ok.
Note: The text in the gray boxes turned from black to red.
10. Repeat the above process for all other legs to be executed
11. Click Cancel.

Process Shipping Documents

Create /Edit TCMD

NOTE: User must be in the appropriate executed leg

I. Double click Movement Execution.
2. Double click **Process Shipping Documents.**
3. Double click **Create/Edit.**
4. Double click **Create/Edit TCMD. Create Edit** screen appears
5. Place a check mark in Select All.
6. Ensure TCMD is selected by radio button.
7. Input the Consignee, Consignor, Carrier, and all necessary information.
8. Click **Generate.**
Note: All text in the top box turned from black to red.
9. Click Cancel.
10.Double click the **VIEW/EDIT**, then click the Edit TCMD, EDIT TCMD screen appears
11.In **Block 15** put **Julian date** and then tab off, Ship date Enter screen appears, click the YES button
12. Click OK

ADD EQUIPMENT/HAZARDS TO AN EXECUTED LEG

Note: Leg has been executed and the hazards or equipment is not on the OEL

1. Double click **Asset Management**
2. Double click **Manage Equipment Folder.**
3. Double click Manage Equipment sub-task.
4. Input data into the **General tab**
If adding a HAZARD, use lookup in the NSN field, using the descriptive find
5. Click **OK** to save.
6. Input information in the additional tabs, if hazard go to the HAZARD TAB
7.Click on **the HAZARD TAB**, HAZARD screen appears
8.Click in **the UN/Hzitm ID** field, select a record screen appears

10. In the Where field use the down arrow to select the **Proper Shipping Name**, enter the PSN
11. Using **the FIND** button select the correct record
12. Check all of the fields in **the other Characteristics and Physical Characteristics** tabs, input as needed.
13. Once complete click **OK** to save.
13. Open Executed leg to **Edit ASSETS/UDL/ASSIGN SOURCE Equipment**
14. Find piece of **equipment or Hazard.** Click on piece of equipment click on **Tools/ Assign**
15. Click on the Floppy diskette **ICON to save**.
16. Click on **CONSOLIDATE/ LOAD ASSETDS**. If Item need to be Linked use the LINKER.
17. Click on the **Refresh Icon**
18. Open up the **ME LOADER**, Click on the appropriate leg. Click in the **Available tab**
19. Find piece of equipment and click the **Load Button**. Click OK to save.
20. Create TCNS by selecting **the Create TCN button**. Generate TCN Screen appears. Click TCNS **specifically for this** Plan. Click OK
21. TCN Multi Select Update screen appears, select the **Item or Items** that need a TCN. Click OK.
22. Open up Process Shipping Documents, Click on the **Create/EDIT TCMD**. Create/EDIT TCMD screen appears, click in the Selected Plans, find piece or pieces of Equipment. Fill in Header Info.
23. Click on the **RE-generate** button

CREATE CBLs

This function consists of creating a Government/Commercial Bill of Lading (CBL) for rail movements and line haul transportation (CONUS only). Unit UDL and movement plan data (legs and segments) is forwarded to the ITO freight section. The UMB section reviews the UDL and movement plan data for accuracy and completeness at the railhead and updates to the MSLs are made (if required). Equipment and cargo MSLs are scanned using Hand Held Interrogators (HHI), rail car numbers are added and the data is downloaded into TC-AIMS II in order to create the CBL output document.

NOTE: TC-AIMS II requires that the TCMD be created prior to creating MSLs or CBLs.

NOTE: SDDC Deployment Support Brigades (DSBs) with attached Deployment Support Teams (DSTs) have the mission to assist CONUS/OCONUS installations with deployment systems, documentation and other deployment functions. DSTs can assist the installation staff and unit movement personnel with all deployment related functions.

RESPONSIBILITIES: ITO will receive unit UDL, and review the data for accuracy and completeness. This includes insuring the rail movement equipment has the correct mode code and that the equipment data is correct (length, width, height and weight), etc. CBLs for commercial rail and truck movements are created after the cargo is loaded. At the railhead, updates to the MSLs are made if required. Equipment and cargo MSLs are scanned using Hand Held Interrogators (HHI), rail car numbers are added and the data is downloaded into TC-AIMS II in order to create the CBL output document.

UNITS: (TC-AIMS II users) Units are responsible for insuring their UDL and movement plan data is accurate, complete and submitted in a timely manner. Unit movement plan data includes creating segment and legs that identify each piece of unit equipment and the mode of transportation it will use to move from Origin to POE or POD to destination.

Hand Held Interrogators (HHI)

Savi 410R is the name of the DCD that you have been issued. It is a hand held device with a keyboard and a small screen on the top. The 410 R will be used to Scan MSL's and upload that data back into TCAIMSII. This scanned data will update your CBL, Loader, and Update/ITV Departure Report information.

JANUS DCD SETUP and OPERATION

DCD Setup: Before the user can scan the MSL's you must Setup the DCD with the TCAIMSII program. Follow these Steps.

The DCD comes with a Serial Cable, Optical Link adapter, and a Power Supply. Attach the Optical Link adapter to the Rear of the DCD. Plug the Serial cable into the Optical Link Adapter. Plug the Power Supply into the Optical

Link Adapter as well. The Power supply must be attached or the Program will not load. The other end of the Serial Cable is attached to the Com I port on your workstation.

You must perform a Cold Boot before you load the TC-AIMS II program. During cold boot, the SMR-410R microprocessor is reset and the system is automatically sequenced through its basic system checks prior to loading the operating system, using the following:

1. Press the I/O button to turn off the DCD.
2. In sequence, press and hold the number 2, F3 function key, and the left arrow on the Viewport Key.
3. Release the keys and then press the number 2 key a second time.

Use the following to continue the load process.

4. On the DCD **turn on the DCD** by pressing the 1/0 button just below the screen on the right side. The Boot Loader menu will appear on the screen. Using the Directional arrows, bottom right, move the highlight bar to Load.
5. **Start the TC-AIMS 11 program. Click Wizards, and Interfaces.** Click AIT. Click **Tools then Setup** and then click on **Load DCD Image File and then on Intermec/Savi Device**.
6. Two Windows will appear. The window on the left is a Step by Step of how to load these files. The window on the right is the Load window. (NOTE: the following procedures are for the SMR-410R-300 Model.)
7. Go to the window on the right, beside User and **Click on the Browse** button. Click on the up arrow to the right of the Look in data field.
8. Double on he Data folder and then on the AIT folder. The instructions will tell you to go to **C\h\tcaimsii\data\AIT.** A list of files will be listed. **Highlight SAVI410R_Cdrive.img. Click Open.** This file will now appear in the User area on the right window.
9. Click on Browse to the right of the Application data field and then click on the SAVI410R_Ddrive.img file and click open.
10. **On the DCD Press Enter. On the TC AIMS 11 workstation:** Click on the **Start Load** button and cli and look up GEOLOC ck Yes. A status progress indicator will appear near the bottom on the right window. After a couple of moments another indicator bar will appear below the first bar and continues to show the load until complete.
11. **On the DCD Screen** will prompt you that it has received the files an A to **click any button to continue.** Then it will prompt you **TO REBOOT.** This will take a couple of minutes.
    When Reboot has completed a menu will appear with four choices

a. 1 - Run
b. 2 - Download Program
c. 3 - Download Trains
d. 4 - Configure.

Enter 2 on the **DCD and OK** on the last load window on the TC **AIMS 11 Workstation.** Final Setup Load will take place.

12. On the **TC AIMS 11 Workstation** go back to the **Tools bar Menu, Setup, and Choose Down Load Trains.** A window will appear with train data.
13. **On the DCD Enter number 3.** Download trains.
14. Returns to the **TC AIMS H Workstation and Click on OK.** Data will be loaded.
15 **.On the DCD enter 4. Configure.** Using the arrow keys highlight Sym. **Press the Enter Key.** Code 39 will be highlighted. Press Enter. Configuration Code 39 window appears. Arrow down to check Digit and highlight Discard. **Right Arrow Key, Discard will change to Retain.** Arrow down to ASCII and highlight Full. **Press the Right Arrow Key,** Full will change to Mixed. **Arrow down to OK and press Enter.**
16. **On the TC AIMS 11 WorkstationDCD.** You will return to Configuration screen. Arrow left to File, then down this menu to Exit, press Enter. Configuration Information screen appears. The Yes will be highlighted, press Enter and you will be returned to the Menu Screen with the 4 Options.
17. **On the DCD enter 1.** Run. A window will appear and prompting you to **select Enter.** You will be prompted through a series of screens to update the DCD's date and time.
18. A new window appears **with 6 Options** listed. 1. System 2. Upload 3. Set RF 4. Clock 5. Scan 6. Reset. You will also see a F4 Exit option.
19. Enter 1. System. Enter 4-Scan TCN's ... next screen, Enter 6 - Rail ... Prompt will state, you have selected to Scan TCN's. You will now be returned to **the 6 options Menu.**

20. You can now Select item 5-Scan and begin your Scanning of the MSL's. When you have finished scanning the MSL's. You are ready to upload the data to your Workstation.

UPLOADING THE MSL DATA TO TCAIMS II

This process allows the user to upload the scanned information back into the TCAIMSII application for updating ME Loader, CBL, and Departure Report.

ASSUMPTION: The DCD has the Optical Link and Data Transfer Cable affixed to both the DCD and the Workstation.

NOTE: **The AIT Location entered into the DCD during the scanning of MSLs MUST be entered into the AIT-Location reference table (via Manage Reference Data) in order for the MSL data to import!!**

Steps for DCD:

1. On the DCD user has entered **number 2-Upload.** User will be prompted as type of upload, **choose 3-Cable Upload.** Next screen choose 1. Standard Data. Next screen will prompt User to connect cables and prepare to receive the data.
When **Ready Press Enter.** Ensure TC AIMS 11 workstation is ready to receive and Press Enter. When transfer is complete, screen will state upload complete, press any key to continue. User will be prompt to Purge Records Yes or No. Choose Yes.

Steps for Workstation:

I. Open the TCAIMSII Application. Click on **WIZARD/AIT**. **Open AIT. (If you do not have Movement Execution plan open screen will prompt you to do** so).
2. Open Tools menu, top of screen, **Open Receive Data. Click on INTERMEC SAVI DEVICE.** AIT Receive window will appear.
3. A default File Name will be entered. (This is day/month/time/ait). User can either create a folder on the C drive to store this data or use the Bin folder for TCAIMSII. (in this case we will be using the Bin folder).
4. Under Directories, C:\ **Click on h, tcaimsii, and bin.** This path will appear above the window. **Click on OK**
5**. AIT Data Transfer Setup** windows appear. Accept this defaults and Click **on OK**
6. AIT Receive window appears with the path created above and file name at the top of this window.
7. **On the DCD press Enter.** The number of records will appear in this window.
8. When transfer is complete, **Click OK** in this window on the workstation.
NOTE: Be Patient, the system will display the number of records received.
NOTE: User has only imported the records to a file on the workstation. User must now import this data from the file to the Plan. Follow these steps.

Applying Importing data to the Plan:

I. **Open Movement Execution Plan that data is destined for** from the Navigator. Open Interface Wizard. Highlight **Import** and **Click on Next.** Highlight **AIT** and **Click on Finish.**
2. **Select Import File** window appears. The Bin folder and contents are listed. **Double Click** on the file name.
3. A progress window appears showing the import, wait until this window disappears. The **Interface New cargo AIT** window appears. Also a notice window appears stating how many records were imported. **Click** on OK.
4. Check the information on in this window. Then **Click on Apply.** Information is moved to the **EXECUTED** Plan and this window disappears.
5. The CBL, ME Loader, and Update/ITV (Departure Report) information has been updated.

NOTE: Information scanned and uploaded will change the data in the CBL, ME Loader, and Departure Report. Scanned data is "Ground Truth". These reports will ONLY reflect the data scanned and uploaded into to system.

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CBL

NOTE: TC-AIMS II requires that the TCMD be created prior to creating any COMMERCIAL BILL OF LADING (CBL)

1. Double *click* **Movement Execution. OPEN Executed Plan that you will create the CBL for. (RAIL or TRUCK)**
2. Double *click* **Process Shipping Documents.**
3. Double click **Create/Edit.**
4. Double click **Create/Edit CBL. Create /EDIT Bill Of Lading Appears**
5. Select a Train from the Train Identifier field. CBL record opens
6. Type in the **CBL number** in the Original/B/L No. Field. Tab off entry
7. B/L confirmation number screen appears. **Retype exactly the CBL number** that you previously entered. Click OK. CBL number now appears in the header train info. TABS are now activated.
8. On the **Train Info tab**. The personnel on the ground have entered the rail car owner and number in the scanner; those fields will be filled on this screen. This is an editable field that the user can change if needed.

NOTE: The data entered into the SCANNER (owner/Number) will appear in the Rail Car No together with the owner displayed first. This is a temporary workaround.)

NOTE: User must validate the loaded TCN that correspond with the rail car. The FINGER SYMBOL lets the user know what rail car he is observing.

9. Click on the **HEADER INFO TAB**. HEADER INFO screen appears
10. **Fill in appropriate DATA FIELDS**. Fields in BLUE have a lookup tables. Fields with down arrows provide additional information.
11. Click on the FISCAL INFO TAB. FISCAL screen appears
12. **Fill in appropriate DATA FIELDS**.
13. Click on the ADDRESSES TAB. ADDRESSES field appears.
14. **Fill in the** ADDRESSES for the CONSIGNEE, SHIPPER, ISSUING OFFICE, ORIGIN, and DESTINATION. **NOTE: Using the SCROLL BAR on the right hand side of the screen will advance to the next addresses.**
15. Click on the Additional REMARKS tab. Remarks tab screen appears.
16. Put any additional remarks that are needed. **NOTE: There is no WRAP AROUND for the text, text will be displayed as one string on the CBL.**
17. **Click OK**
18. **To Review and make any changes, CLICK on VIEW/EDIT and then Click on EDIT Bill Of Lading.**

CBL PRINTING AND EXPORTING TO POWER TRACK

NOTE: USER HAS TWO CHOICES PRINTING A CBL W/O GOING TO POWER TRACK AND PRINTING A CBL AND SENDING DATA TO POWER TRACK.

TO VIEW W/O PRINTING

1. User must have Movement Execution Plan open
2. Click on **WIZARDS and then select Reports**. Multi Print reports screen appears
3. Click on the **ME** radio button
4. Click on the pull down arrow to **select Plan name**
5. Select Plan Name
6. Movement Execution Reports are now available
7. Clic**k the Bill of Lading Report**. Check mark appears.
8. To Preview report on screen prior to printing, check the **box to the right of Bill** Of Lading
9. Click on the **Train Button**. Train Selection Popup screen appears
10. Select the train. Click OK
11. Click on the **report Viewer ICON (Magnifying glass)**
12. **Bill of Lading appears on screen, as it would be printed. Click Cancel.**

TO PRINT

13. Click on **WIZARDS and then select Reports**. Multi Print reports screen appears
14. Click on the **ME** radio button
15. Click on the pull down arrow to **select Plan name**
16. Select Plan Name

17. Movement Execution Reports are now available
18. Click **the Bill of Lading Report**. Check mark appears.
19. Click on the **Train Button**. Train Selection Popup screen appears
20. Select the train. Click OK
21. Click on the PRINT Button. Information screen appears, Click OK to continue

SEND TO POWER TRACK

22. With the Movement Execution Plan Open. Click on **WIZARDS/INTERFACES**. Business Area Selection Screen Appears
23. Click on **Movement Execution Radio Button.** Click Ok
24. Click **Export and then Preferences**. Communication Preference screen appears
25. Select the **Interface POWER TRACK**, E-MAIL, Click on the **Retrieve button.** E-mail originator appears
26. Type in the E-mail address for the Originator
27. Click the radio **button for ATTACHMNET**
28. Click the **Update Button**. Recipients E-mail Address appears
29. Click the **Add Button**.
30. Type in the **Address for Destination or Recipients**. POWER TRACK Address.
31. Click the UPDATE button
32. Click Close
33. Highlight POWER TRACK. Click Next. Bill of Lading Print Selection Screen Appears
34. **Right Click mouse** on the desired train. CBL appears and **the SEND to POWER TRACK** button is now active
35. Click on the SEND POWER TRACK button. Information screen appears asking do you want to print before sending to power track (YES/NO)
36. If going directly to POWER TRACK the POWER TRACK export window appears. Export options are E-mail, SAVE to File. Select E-mail.

NOTE: If the box you are working on does not have E-mail setup, select the SAVE to FILE, file will be directed to where you designated. Put that file on some type of media (diskette) and go to a box that has e-mail and send.

BURN RADIO FREQUECY TAGS

This function consists of creating (burning) RF tags.

NOTE: TC-AIMS II requires that the ATCMD be created prior to creating MSLs or CBLs.

RESPONSIBILITIES: Unit UMOs are responsible for creating RF tags. RF tags must be affixed to unit equipment and vehicles IAW Fort Lewis Regulation 55-2.

RADIO FREQUENCY TAGS (RF TAGS)

TCAIMSII through peripheral software, TIPS, provides the user with the capability to transfer Plan data, electronically, to an RIF Tag. The RIF Tag data is then sent to a Regional In transit Visibility (RITV) Server. The RF Tag is then placed on a Vehicle or other item being transported so it can be monitored/tracked during a movement. Users can monitor/track the movement of this RIF Tag on the RITV Server.

RADIO FREQUENCY TAGS (RF TAGS)

Click Wizards, AIT**.**

I. Double click AIT. A window appears with a list of Executed plans.
2. **Highlight the PLAN NAME** and **Click** OK. The plan information appears.
3. **Open the Tools menu** option at the top of the window. **Open RF Tag Export.** A window will appear with all the records/items from your plan that have TCMDs. (If nothing appears you have not created TCMDs).
4. Highlight the records/items you want to write to RF Tags, or Select All. Then **Click** on OK. A Export TAV File window appears. The save in block will always default to the bin folder (the bin folder is under **C/h/tcaimsii/bin).** You can accept this default or store the information wherever you want. The file name is system generated. You should change this file name to something you can remember.
5. Then **Click** Save. **THE ITEMS/RECORDS WILL BE SAVED ONE AT A TIME. EACH WILL HAVE ITS OWN FILE NAME.**

6. After the save process you will be **PROMPTED "DO YOU WANT TO OPEN TIPS" Click OK** *MAKE SURE YOU HA VE YOUR INTERROGA TOR A TTA CHED TO YOUR WORKSTA TION.*
7. TIPS will open and your Interrogator will be loaded to the program.
8. Go to the **FILE** menu, top of window, and **OPEN IMPORT.** The Bin folder mentioned above will automatically be displayed. **Highlight the files you just exported to TIPS and Click on IMPORT.**

Notice window will appear telling you how many records you just imported,

9. Click OK, and then **Close this window.**
10. Move to the second Icon from the right, top of this window, Collect Tags, Open. This process allows the interrogator to identify all of the RF Tags within its range that you can write to.
11. **Close this window and Open the fifth ICON from the right, Write Tags.** *This window will display the available Tags on the left and the list of imported files on the right. (You have the option to Collect Tags from this screen as well).*
12. Move the Pointer to the Tag **number** you want to write to. Move cursor to the small gray box to the left of the record/item number. *(The record will be displayed by the last 5 numbers of the items Package ID).*
13. Click on this gray box and an arrow will appear. Click on the Assign Button. The Tag number will appear to right of the arrow.
14. Click on Write, and wait till the Tag is written. You will be prompted that the data has been written to the Tag. Continue this process until you have written all of your intended Tags.
15. **Move to the ICON to the far right, upload Tips Data.** You will be prompted that Tag Data has been uploaded. This data is sent to and will reside on the RITV server.
If you have an account on the RITV Server you can now monitor the progress of your assets during the move.

PASSENGER MAINFEST

This function consists of creating passenger manifests.

RESPONSIBILITIES: Unit UMOs are responsible for creating passenger manifests. Passenger manifest data must be provided to ITO.

NOTE: Pax must be assigned to an AIR LEG for strategic and NON strategic moves. PAX must also be assigned to a Conveyance

Passenger Manifest

I. Double click Movement Execution. A **Movement Execution Plan** must be open.
2. Double **click Process Shipping Documents**.
3. Double **click Passenger Manifest**. TCAIMS II Legs appear. Click on the Air leg. Passenger Manifest screen appears.
4. Fill in the **AIT location field in the TOP Grid**. This is a lookup field.
5. In the Middle GRID, Scroll to the right until you get to the Fields Check Bags and Check Weight. Put in number of bags and weights for individual pax.
NOTE: Red Flashlight means the Pax are loaded on a conveyance not manifested.
5. **Highlight the PAX that** is going to be on that particular Aircraft. Right Click and select "Over right manifest status"
6. Click on SAVE
7.Click on WIZARDS/REPORT. Multi Screen appears
8.Select the ME radio button.
9.Select Plan Name
10.Click in the DD FORM 2131 Passenger Manifest Block
11.Select the Conveyance Button, Select Conveyance screen appears
12.Select the Chalk and Conveyance
13.Click OK
14Click Print.
6. Click Save.
7. Click Cancel.

To add Pax to a manifest that was not previously manifested, do the following.
1.In the Bottom Grid **do a Right Click**. Menu appears
2.Click **Add**
3.Put in all of the required data**. AIT Location, SSN, Last Name, First Name, MI, SERVICE, RANK, Pax Wt, and then click to Add to UDL.**
4.Click Save.
5.Click **Add To Manifest**

NOTE: To Delete a Pax from the Manifest highlight individual and Right Click. Menu appears, click DELETE.

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Air Movement Report

1. Double click **Movement Execution.**
2. Double Click Process Shipping Documents
3. Double click **Air Movement**. Drop down menu appears.
4. Select **aircraft mission status**. Aircraft mission status screen appears. Fill in appropriate data i.e., departure Arrival/departure dates/times, etc.
5. Click OK.

Departure/Arrival Report

1. Double click **Movement Execution.**
2. Double click **Track Movement.**
3. Double click **Departure Report**
4. Preview Report.
5. **Print** report if necessary.
6. Click **Cancel.**

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INTERFACES

IBS

This function consists of exporting UDL data to the Integrated Booking System (IBS).

ITO is responsible for transmitting all UDL data to IBS.

MTMC Deployment Support Brigades (DSBs) with attached Deployment Support Teams (DSTs) have the mission to assist CONUS/OCONUS installations with deployment systems, documentation and other deployment functions. DSTs can assist the installation staff and unit movement personnel with all deployment related functions.

MOVEMENT EXECUTION plan leg must be open (sea)
Note: TCMDS must have been completed before exporting to IBS

1. Click **Wizards** in the top line Menu.
2. Click **Interfaces.**
3. Click **Export.**
4. Business area selection screen appears; click the **movement execution radio button**. Click **OK**
5. Click on **export**. Communication preference screen appears
6. Click **interfaces** down arrow and highlight **IBS. Click on Next**
7. TC-AIMS II screen appears with the user profile information. Must have GBLOC and GEOLOC fields populated.
8. Click on the select **ALL** buttons and then the ASSIGN button.
9. Click on the **VIEWER button**. Review data for completion. **A RED** column indicates a correction needs to be made.
7. Click communication type down arrow and **highlight FTP**, click **retrieve**, click the **binary** radio button and then **update.**
8. Click **close,** then **next**
9. Highlight **IBS** and then **click next**
10. Click on the select **ALL** buttons and then the ASSIGN button, and then click **export.**
11. Target Directory appears, save the files to an appropriate place. Then click save. Save the 2nd file to the same place
12. Information screen appears msg is compressing file to the place user designated
13 This file will be sent via File Transfer Protocol using F-SECURE
14Click on the **F-SECURE** application
15. Click on **the Quick Connect, Connect to** Host Screen Appears
16. Type in the Host name **or IP Address**
17. Type **in User Name**
18. Click the **Password authentication**
19. Put **the Files** on the designated folders
20. Click close

GATES

The division DTO or other designated transportation offices may require that all manifest data be submitted to their activity prior to be being submitted to supporting transportation activities.

ITO is responsible for receiving, reviewing, consolidating and transmitting passenger manifest data to GATES or other supporting activities that require the manifest data.

1. Click Wizards in the top line Menu.
2. Click **Interfaces.**
3. Click **Import/Export.**
4. Business area selection screen appears, click the **movement execution radio button**. Click **OK**
5. Click on **export**, click on **preferences.** Communication preference screen appears
6. **Click interface** down arrow and **highlight GATES.**
7. Click on **next,** GATES TC-AIMS II screen appears, highlight **chalk**
8. Click on **Save As**
9. Select file screen appears, saved in a: (floppy diskette) create file name and then click save
10. Data is saved to diskette
11. Diskette will be given to ITO

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DAILY MAINTENANCE

ASSET MANAGEMENT

UPDATE/MAINTAIN OEL (IAW TB 55-46-1 for each line of equipment)

UNIT is responsible for updating and maintaining current Organization Equipment List (OEL) data. The current requirement for Army units is to update the OEL annually.
The Manage Equipment task allows the user to keep an updated listing of the unit's **organization equipment listing (OEL)** using sub-tasks (Manage Equipment and Manage Deleted Equipment).
Note: Blue titles indicate look up tables, accessed by a double clicking. **Grayed** out fields cannot be manually edited.
Warning: It is strongly recommended that look up tables be used wherever available.

Manage Deleted Equipment

The Manage Deleted Equipment sub-task allows the user to restore temporarily deleted equipment to the OEL or permanently delete equipment from the database.
Note: Equipment that has been linked or assigned to a plan(s) must be unlinked or un-assigned from the plan(s) before it can be permanently deleted from the system. **Temporarily deleted records** are placed in the Manage Deleted Equipment Table.

Manage Equipment

1. Double click **Asset Management**
2. Double click **Manage Equipment Folder.**
3. Double click **Manage Equipment sub-task.**
4. Select required UICs.
a. Highlight required UICs in Left window
b. Click the >> to add to Right window (Click the << to remove highlighted UlCs from the fight window)
c. Click on **Search.**
5.**View details double** click on a record in the top portion of the window.
6.**View tabs** by clicking on a tab title.
7.Click on **Cancel** to close.

Add Equipment Records

1. Open **Manage Equipment sub-task.**
2. Click Add. Note: Right mouse click then Add is an alternate method.
3. Input data into the **General tab**
4. Click **OK** to save.
5. Input information in the additional tabs.
6. Once complete click **OK** to save.
7. Click Add to add records or **Cancel** to close.

Temporarily Delete Equipment Records

1. Open **Manage Equipment sub-task.**
2. To **delete a single record:**
a. Right click record portion of the window then **Delete.**
b. Click OK
3. To **delete multiple records:**
a. Right click record portion of the window select **Multi-Delete.**
b. Highlight the records to be deleted:
Select multiple records-press Ctrl and click each record.

Select a group---click first record, press Shift and click last record.
Select all records--click radio button **Select All**
Unselect-click De-Select radio button.
c. Click Delete.
d. Click **Close** to exit.
3. Click **Cancel** to close.

Update Equipment Records

Note: To change Package ID- click the field then, Edit, Replace. Locate the specific record. Scroll right to Package ID. Enter new Package ID click 'Done'. Click 'Yes' to save.
1. Open Manage Equipment sub-task.
2. Click required record
3. Update as necessary then click OK to save.
4. Click next record or Cancel to close.

Manage Deleted Equipment

Restore Temporarily Deleted Equipment Records

1. Open **Manage Deleted Equipment sub-task.**
2. **Highlight record(s) to be restored:**
Select multiple records-press Ctrl and click records.
Select a group-click first record, press Shift and click last record.
Select all records-click radio button **Select All**
Unselect-unclick Select All radio button.
3. Click on the **Restore** button.
4. Click on **Close** to exit.

Permanently Delete Equipment Records

Warning: This process will permanently remove records from the database. They cannot be recovered or restored.
1. Open **Manage Deleted Equipment sub-task**
2. Highlight the record(s) to be deleted.
Select multiple records-press Ctrl and click records.
Select a group-click first record, press Shift and click last record.
Select all records-click radio button **Select All**
Unselect-unclick Select All radio button.
3. Click **Delete.**
4. Click OK.
5. Click **Close** to exit.

ADD HAZARDOUS INFORMATION TO RECORDS

Inherent hazards

1. **Select a vehicle record** in the Asset Management BPA.
2. **Click on the Hazardous TAB**. Hazardous window appears
3. Double Click in the **UN/HZITM ID field**. Select a record table appears
4. If You know the **UN Code**, they that code in the **WHAT Block, and** change the **WHERE Block to HZLTM** ID field. Click the FIND Button. If you don't know the UN number. Click in the UN/HZITM ID field. In the WHERE Button use the pull down window to select the PROPER SHIPPING NAME**. In the WHAT field** type in **the PROPER NAME** of the HAZARD. Click the **FIND Button**
5. System highlights **the UN that** you're looking for. Click OK
6. System **populates data to different fields** that are associated with inherent hazardous.

Add Inherent Hazards from the UDL Equipment Tab.

2. Click the + sign next to **MOVEMENT PLANNING**, menu expands
3. **Click the + sign next** to DEPLOYMENT/EXERCISE**, menu displays**
4. Click on **Movement Plan**
5. Click on the **Equipment Tab**
6. **Double click** on the Item for the Inherent Hazmat data you want to add to
7. **Edit** display window appears**, Right Click to add**

8. Double Click in the **UN/HZITM ID field**. Select a record table appears
9. If you know the **UN Code**, they that code in the **WHAT Block, and** change the **WHERE Block to HZLTM** ID field. Click the FIND Button. If you don't know the UN number. Click in the UN/HZITM ID field. In the WHERE Button use the pull down window to select the PROPER SHIPPING NAME**. In the WHAT field** type in **the PROPER NAME** of the HAZARD. Click the **FIND Button**
10. System highlights **the UN that** you're looking for. Click OK
11. System **populates data to different fields** that are associated with inherent hazardous

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SIDPERS

You must have an established USER ID to log onto the EMILPO website.

To GET UICs FROM E-MILPO

SIDPERS website – URL - https://datastore@ahrs.army.mil
User Id:
Password:
From the main menu select E-MILPO interface
Select TCAIMSII
Select TCAIMSII Interfaces
Enter the UIC
Select each file for download- there will be two files for each UIC – PWDxxx.txt, UWDxxx.txt

IMPORT SIDPERS DATA into TCAIMS II

1. Click **Wizards**. Then Interfaces
2. Click on **SIDPERS**
3. **Select IMPORT** file screen appears
4. Click the file that starts with **UWDxxx.txt**
5. Click on **Next,**
6. Click the **APPLY** Button
7. Click **on OK**. System give the count of number accepted and rejected
8. Correct any rejected record then clicks apply.
9. Records will appear in the Asset Management - Personnel

Manage Personnel

The Manage Personnel task allows the user to keep an updated listing of the unit's personnel using sub-tasks (Manage Personnel and Manage Deleted Personnel).
Note: **Blue titles** indicate look up tables, accessed by a double clicking. Grayed out fields cannot be manually edited.
Warning: It is strongly recommended that look up tables be used wherever available.

Manage Deleted Personnel

The Manage Deleted Personnel sub-task allows the user to restore temporarily deleted personnel or permanently delete personnel from the database.
Note: Personnel records that have been assigned to plans cannot be deleted until they have been un-assigned from all plans.
Temporarily deleted records are placed in the Manage Deleted Personnel Table.

Manage Personnel

I. Double click **Asset Management.**
2. Double click **Manage Personnel folder.**
3. Double click **Manage Personnel sub-task.**
4. Select required **UICs.**
   a. Highlight required UICs in Left window
   b. Click the >> to add to Right window
   (Click the << to remove highlighted UICs from the right window)
   c. Click on **Search.**
5. **View details,** click on a record in the top portion of the window.
6. **View tabs,** clicking on a tab title.
7. Click **Cancel** to close.

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Add Personnel Records

I. Open **Manage Personnel sub-task.**
2. Click Add. **Note:** Right mouse click then Add is an alternate method.
3. Input data into **General tab**
4. Click OK to save.
5. Input information in the additional tabs.
Note: The user, or the System Administrator, must create the **Training, Person-Equipment-License, and Qualification Reference Data Tables b**efore the look-up tables can be accessed.
6. Once complete click OK to save.
7.Click Add to add records or **Cancel** to close.

Temporarily Delete Personnel Records

I. Open **Manage Personnel sub-task.**
2. **Delete a single record:**
a. Right click then Delete.
b. Click OK
3. **Delete multiple records:**
a. Right click on the top portion of the window and select **Multi-Delete.**
b. Highlight the records to be deleted:
Select multiple records-press Ctrl and click each record.
Select a group-click first record, press Shift and click last record.
Select all-click radio button **Select All.**
Unselect---click radio button **De-Select.**
c. Click **Delete.**
d. Click Close to exit.
4. Click **Cancel** to close.

Update Personnel Records

1. Open **Manage Personnel sub-task.**
2. Click required record.
3. **Update** as necessary then click OK to save.
4. Click next record or **Cancel** to close.

Restore Temporarily Deleted Personnel Records

1. Open the **Manage Deleted Personnel sub-task**
2. Highlight the record(s) to be restored.
Select multiple records-press Ctrl and click each record.
Select a group-click first record, press Shift and click last record.
Select all--click radio button **Select All.**
Unselect-unclick Select All radio button.
3. Click the **Restore** button.
4. Click Close to exit.

Permanently Delete Personnel Records

Warning: This process will permanently remove records from the database.
They cannot be recovered or restored
1. Open the **Manage Deleted Personnel sub-task**
2. Highlight the record(s) to be deleted.
Select multiple records-press Ctrl and click each record.
Select a group-click first record, press Shift and click last record.
Select all-click radio button **Select All.**
Unselect-unclick Select All radio button.
3. Click **Delete.**
4. Click OK
5. Click **Close** to exit.

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FIELDS THAT SHOULD BE POPULATED IN ASSET MANAGEMENT AND MOVEMENT PLANNING

Mandatory Fields Table

Self Propelled Vehicles Required Data Elements:

Element	Value	Rational	Asset Management TAB
Bumper Number / Serial Number	Item dependent	All Modes	General
Model Number	Item dependent	All Modes	General
Type Pack Code	VO	All Modes	Other Characteristics
Type Equipment Code (TEC)	Item dependent	All Modes	Other Characteristics
UPTT	22	All Modes	Other Characteristics
JCS Cargo Category Codes	Item dependent	All Modes	Other Characteristics
Commodity Codes	See below	All Modes	Other Characteristics
Air Load RCD	R	Air movement	Other Characteristics
Heavy Lift Indicator	Item dependent	Air movement	Other Characteristics
Wheel Vehicle Indicator	Vehicle	All Modes	Other Characteristics
Track Vehicle Indicator	Tracked	All Modes	Other Characteristics
Dimensional Data (l, w, h, wt)	Item dependent	All Modes	Physical Characteristics
Axle Data	Item dependent	Air movement	Physical Characteristics
Inherent Hazard	Item dependent	Air movement	Haz Handling
Air Dimension Code	Item dependent	Air movement	Inventory

Bumper Number / Serial Number
Bumper number reflects the actual bumper number of the trailer. Bumper number or serial number is mandatory for all transmissions to AALPS and GATES.

Model Number
Model number as it appears on the unit property book. Model number is mandatory for all transmissions to IBS and WPS and is required for all Convoy documentation.

Type Pack Code
The Type Pack Code is used to determine the required MILSTAMP documentation. Trailers should always have a value of VE. (Values are populated using the associated lookup table)

Type Equipment Code (TEC)

The Type Equipment Code is a MILSTAMP Code that must be populated in order to automatically generate a SUN number. Trailers will have a value of 0,6,7, or 9 depending upon the type and weight of the trailer. (Values are populated using the associated lookup table)

UPTT

Unit Personnel and Tonnage Table (UPTT) is a Mandatory field for all modes and is required to generate SUN numbers. These values are populated using the associated lookup table.

JSC Cargo Category Codes (1-3)

JSC Cargo Category codes are mandatory for any items used in a TPFDD move. This value is mandatory for all transmissions for JFRG II. These values are populated using the associated lookup table.

Commodity Codes The commodity codes describe the item for shipment and special handling requirements. Commodity codes should be added to the reference tables using the Maintain NSN feature. The auto-populate function can then be used to automatically populate all like equipment records. TC-AIMS II has a wizard on the Maintain NSN Data screen to generate the commodity codes.

Air Commodity Code (ACC) should be V for trailers

Air Special Handling Code (Air SHC) should be Z for trailers

Water Commodity Code (WCC) should be 891-894 depending on trailer type

Water Special Handling Code (Water SHC) based on size and need for security

Transportation Commodity Code (TCC) should be Z for trailers

Air Load RCD

The Air Load Record describes equipment for air deployment, pallet, trailer, rolling stock, etc. and should always be L for trailers. (Values are populated using the associated lookup table)

Heavy Lift Indicator

The heavy lift indicator is used to evaluate special lift requirements. These values are populated using the associated lookup table.

Wheeled Vehicle Indicator / Tracked Vehicle Indicator

These values are required for convoy planning and reporting. These values can be populated using the associated lookup menu.

Dimensional Data (l, w, h, wt)

Dimensional data is required for all modes of transportation; it is used to determine transportation requirements. Dimensional data for all vehicles can be found in

TB 55-46-1 or the AALPS Planning Database at: www.TEA.ARMY.MIL

Axle Data

Axle data is necessary to compute center of balance in the Airload Planning System (AALPS). These values if not already populated can be found in the AALPS Planning Database at: www.TEA.ARMY.MIL

Axle data should be added to the reference tables (transportable-item-detail-axle table) and then use the auto-populate function to automatically populate all like equipment records.

Inherent Hazard

Inherent Hazards are hazards used to document hazards associated with all vehicles. These values are populated using the associated lookup tables. A certified HAZMAT representative should review and approve all Inherent Hazard values. Inherent hazards for vehicles should be UN3166

Air Dimension Code

Used to identify outsize vehicles (over 72inches). Mandatory for all transmission to GATES and GTN for air moves. This value can be populated using the associated lookup menu.

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Non-Self Propelled Vehicles (Trailers) Required Data Elements:

Element	Value	Rational	Asset Management TAB
Bumper Number / Serial Number	Item dependent	All Modes	General
Model Number	Item dependent	All Modes	General
Type Pack Code	VE	All Modes	Other Characteristics
Type Equipment Code (TEC)	Item dependent	All Modes	Other Characteristics
UPTT	22	All Modes	Other Characteristics
JCS Cargo Category Code	Item dependent	All Modes	Other Characteristics
Commodity Codes	See below	All Modes	Other Characteristics
Air Load RCD	L	Air movement	Other Characteristics
Heavy Lift Indicator	Item dependent	Air movement	Other Characteristics
Wheel Vehicle Indicator	Vehicle	All Modes	Other Characteristics
Track Vehicle Indicator	Tracked	All Modes	Other Characteristics
Trailer Type	1 or 2	Air movement	Other Characteristics
Dimensional Data (l, w, h, wt)	Item dependent	All Modes	Physical Characteristics
Axle Data	Item dependent	Air movement	Physical Characteristics
Tongue Length	Item dependent	Air movement	Physical Characteristics
Tongue Weight	Item dependent	Air movement	Physical Characteristics
Air Dimension Code	Item dependent	Air movement	Inventory

Bumper Number / Serial Number
Bumper number reflects the actual bumper number of the trailer. Bumper number or serial number is mandatory for all transmissions to AALPS and GATES.

Model Number
Model number as it appears on the unit property book. Model number is mandatory for all transmissions to IBS and WPS and is required for all Convoy documentation.

Type Pack Code
The Type Pack Code is used to determine the required MILSTAMP documentation. Trailers should always have a value of VE. (Values are populated using the associated lookup table)

Type Equipment Code (TEC)

The Type Equipment Code is a MILSTAMP Code that must be populated in order to automatically generate a SUN number. Trailers will have a value of 0,6,7, or 9 depending upon the type and weight of the trailer. (Values are populated using the associated lookup table)

UPTT

Unit Personnel and Tonnage Table (UPTT) is a Mandatory field for all modes and is required to generate SUN numbers. These values are populated using the associated lookup table.

JSC Cargo Category Codes (1-3)

JSC Cargo Category codes are mandatory for any items used in a TPFDD move. This value is mandatory for all transmissions for JFRG II. These values are populated using the associated lookup table.

Commodity Codes The commodity codes describe the item for shipment and special handling requirements. Commodity codes should be added to the reference tables using the Maintain NSN feature. The auto-populate function can then be used to automatically populate all like equipment records. TC-AIMS II has a wizard on the Maintain NSN Data screen to generate the commodity codes.

Air Commodity Code (ACC) should be V for trailers

Air Special Handling Code (Air SHC) should be Z for trailers

Water Commodity Code (WCC) should be 891-894 depending on trailer type

Water Special Handling Code (Water SHC) based on size and need for security

Transportation Commodity Code (TCC) should be Z for trailers

Air Load RCD

The Air Load Record describes equipment for air deployment, pallet, trailer, rolling stock, etc. and should always be L for trailers. (Values are populated using the associated lookup table)

Heavy Lift Indicator

The heavy lift indicator is used to evaluate special lift requirements. These values are populated using the associated lookup table.

Wheeled Vehicle Indicator / Tracked Vehicle Indicator

These values are required for convoy planning and reporting. These values can be populated using the associated lookup menu.

Dimensional Data (l, w, h, wt)

Dimensional data is required for all modes of transportation, it is used to determine transportation requirements. Dimensional data for all vehicles can be found in

TB 55-46-1 or the AALPS Planning Database at: www.TEA.ARMY.MIL

Axle Data

Axle data is necessary to compute center of balance in the Air load Planning System (AALPS). These values if not already populated can be found in the AALPS Planning Database at: www.TEA.ARMY.MIL

Axle data should be added to the reference tables (transportable-item-detail-axle table) and then use the auto-populate function to automatically populate all like equipment records.

Trailer Type

All trailers must be identified by type, either 1 or 2. Type 1 trailers have a tongue that carries part of the gross weight. Type 1 trailers must have tongue length and tongue weight identified. The tongue on Type 2 trailers is normally used for steering and does not carry weight.

Tongue Length
Length in inches of the tongue that carries part of the gross weight.

Tongue Weight
Weight in pounds of the part of the gross weight that is associated with the tongue

Inherent Hazard

Inherent Hazards are hazards used to document hazards associated with all vehicles. These values are populated using the associated lookup tables. A certified HAZMAT representative should review and approve all Inherent Hazard values.

Air Dimension Code
Used to identify outsize vehicles (over 72inches). Mandatory for all transmission to GATES and GTN for air moves. This value can be populated using the associated lookup menu

Pallets, Containers:

Element	Value	Rational	Asset Management TAB
Bumper Number / Serial Number	Item dependent	All Modes	General
Type Pack Code	Pallets - PT Containers - YC	All Modes	Other Characteristics
Type Equipment Code (TEC)	U	All Modes	Other Characteristics
UPTT	05	All Modes	Other Characteristics
JCS Cargo Category Code	Item dependent	All Modes	Other Characteristics
Commodity Codes	See below	All Modes	Other Characteristics
Air Load RCD	Pallets – P Containers - O	Air movement	Other Characteristics
Heavy Lift Indicator	Item dependent	Air movement	Other Characteristics
Pallet Profile ID	A-G (Pallets Only)	Air movement	Other Characteristics
Dimensional Data (l, w, h, wt)	Item dependent	All Modes	Physical Characteristics
Air Dimension Code	Item dependent	Air movement	Inventory
Seal Number (containers)	Item dependent	All Modes	Inventory

All other unit equipment type that will always be loaded into or onto another conveyance:

Element	Value	Rational	Asset Management TAB
Type Pack Code	Item dependent	All Modes	Other Characteristics
Type Equipment Code (TEC)	Item dependent	All Modes	Other Characteristics
UPTT	Item dependent	All Modes	Other Characteristics
Dimensional Data (l, w, h, wt)	Item dependent	All Modes	Physical Characteristics
Air Dimension Code	Item dependent	Air movement	Inventory

Pallet Data Specific Issues:
The Type Pack Codes typically have to be changed for all Pallets (Type Pack is set to PC in TC-ACCIS, in TC-AIMS II it must be PT.)

All loaded pallets must have a height greater than 3 inches. The correct link type for loading a pallet is “Load Onto”; this will automatically calculate the correct height. In most circumstances, “Palletize” is an incorrect link type for loading items onto a pallet; the height is not adjusted and must be entered into the pallet dimensions manually.

New Equipment Items:
New equipment items must be added to the reference tables; as many fields as possible should be populated in the reference tables prior to adding these items to the OEL. This will reduce the amount of editing for each item added to the OEL. Each item should be researched in the TB-55 and/or AALPS planning database to obtain correct data values. These databases can be found at http://www.tea.army.mil

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PDT 8146:

Configuring and Connecting PDT 8146 to TC-AIMS II via Cable to UPLOAD data to FINISH a RAIL CBL

This document assumes that Active Sync and MCL link have been properly loaded.

Log on to TC-AIMS II. When downloading data from the PDT 8146 to complete a CBL (RAIL), it is assume that a plan has been created properly and an executable leg (RAIL) is displayed.
TCMDs must also have been completed for the rail leg.

1. **Place** the **PDT 8146 (Pocket PC)** in the **docking cradle.**
2. **Turn** on the **PDT 8146** by pressing the **ON** Button. System displays menu.
3. On the **TC-AIMS II box**, **select** WIZARDS/INTERFACE/AIT. System displays the AIT screen.
4. On the **TC-AIMS II box, select** TOOLS/RECEIVE DATA/SYMBOL DEVICE/CABLE. System **displays MCL-LINK**. Ensure a **green check mark for the COM PORT and the ODBC connection is displayed.**
5. On the **PDT 8146 click** the **START** Button. Menu displays. Click MCL
6. On the PDT 8146 Login screen appears. Click **LOGIN. Enter Login** and press **ENTER**.
7. **NOTE: The login for the TC-AIMS II application and the PDT 8146 must be the SAME**!
8. On the **PDT 8146** Click either OK or CANCEL. If you select CANCEL previous DOWNLOADED data will be used. **CLICK OK**. Screen appears. **Select RUN PROGRAM.**
9. On the **PDT 8146** for Plan Id, **select CHANGE**. Screen appears, using the down arrow **select Execution**, and then OK. Plan Name from TC-AIMS II appears. **Tap** on the plan name to get back to the MENU.
10. On the **PDT 8146 for LOCATION**, **select Change**, select your **GEO LOC**, example Ft. Eustis (HERT), press the ENTER KEY. No need to select or change the conveyance ID, click the NEXT button. Menu displays
11. On the **PDT 8146**, **select RAIL**. RAIL SCAN screen appears. **Click** on the **CONTINUE** button. RAIL CAR DATA screen appears.
12. USER is now ready to start the scanning process. User must **type** in the **OWNER**. When done **Click** on the **ENTER button.**
13. **NOTE: Do NOT CLICK on NEXT or DONE on the SCREEN MENU**.
14. User must **type** in the **Car NUMBER**, click **ENTER**.
15. User must then **type** in the # of **AXELs**, click on the **ENTER** button.
16. User must **type** in the **tare weight**, click the **ENTER** button.
17. User must **type** in the **SEQUENCE NR**, and then click the **ENTER** button. **Click the ENTER button again as ARMY users do not put anything in the MSE field..**
18. The **GEO LOC** data will appear in the **LOC field**. Click on **DONE** in the display screen on the PDT 8146. View RAIL CAR Screen appears
19. Select **RAIL Car** and hit **ENTER**. TYPE of MSL label screen appears, either select 1D or 2D for whatever label you are to scan.
20. **Type** in **UIC**, cursor advances to the TCN field. **SCAN TCN** label. Clicks **ENTER** to add more TCN to rail car.
21. To select another railcar with labels click the **Change RAIL** CAR on the display menu. Repeat steps 12 thru 20. When finished **select** DONE on the display menu.
22. When users are ready to upload data to the TC-AIMS II application, **put** the **PDT 8146 back into the cradle.**
23. **Select DATA MENU** on the **PDT 8146**. Menu appears
24. Select **UPLOAD** data on screen. Click OK.

25. **Type** in the **PATH name** where you want the file to go to. You can do this by **clicking on the keyboard** in the lower right side on the display menu. Keyboard screen appears. Type in path Name. Example: **C:\IMPORT.AIT**. Click ENTER
26. **NOTE: Ensure that the .AIT extension is on the file name.**
27. NOTE: It is recommended that you save the file to either a data stick or FLOPPY or to the local hard drive.
28. System will send data to the file.
29. **NOTE**: Screen appears with Record UPLOAD. 0 records uploaded. **System glitch**
30. On the TC-AIMS II application, **select WIZARDS/INTERFACES/IMPORT/EXPORT**. Business AREA selection screen appears, click on the movement execution radio button. Click ok.
31. **Click** on the **IMPORT** button and then select **NEXT**
32. Click on **AIT** and then **NEXT**
33. IMPORT FILE screen appears. **Select file** where you put in the PATH name on the PDT 8146
34. Click **OPEN**. IMPORTING data scroll bar appears. When finished the INTERFACE NEW CARGO screen appears, with the number of records imported. Select OK then APPLY. IMPORT AIT-RAIL Load? Screen appears. Select **YES**
35. TRAIN screen appears, **click** on **TRAIN** and then **OK**.
36. **Click** on **CONSOLIDATED/LOAD ASSETS/ME LOADER/RAIL**
37. Rail leg appears **click** on **TRAIN** to view rail loads. If OK start the CBL build.
38. **Click** on **PROCESS SHIPPING DOCUMENTS/CREATE EDIT BILL OF LADING.**
39. Bill of Lading screen appears with all of the SCAN data for TRAIN. Finish Bill of Lading.

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I	FC	DIV	BDE	BN	UNIT	ITO	JSTARC	RRC	CHECKLIST	REMARKS
Initial Fielding										
Data Conversion									**The breakout of MTOE into ASSET Management and carried through to Movement Execution creates problems with Interfaces such as COMPASS and IBS. Neither system wants that level of detail. IE: 100 lines of Aiming Devices, 100 Lines of Night Vision Googles, etc..**	**Did the ConversionTeam breakout the units MTOE with PBUSE?**
Data Completion										Who insures that all of the fields that need to be populated have been populated.
Accounts Manager System Admin										
Grant Permissions - Access to the ENTERPRISE SERVER		**X**	**X**			**X**	**X**	**X**	**Generic Job Profiles have been created into the system that the Unit Accounts Manager can use, they may or may not fit the unit and installation needs**	Identify the Accounts Manager FOR THE INSTALLATION. Explain what the ROLES they will interact with the Security Manager for the PM

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Data Maintenance										
Update and Manage the Organization Equipment List (OEL) (AUEL)		X	X	X	X		X	X	**Use the PM Checklist. PM Checklist can be found under the DOCUMENTATION toolbar. Click on the SUM, checklist are in APPENDIX E.**	
Identify and enter all Hazardous and Inherent Hazardous Information		X	X	X	X	X	X	X	**Use the PM Checklist. PM Checklist can be found under the DOCUMENTATION toolbar. Click on the SUM, checklist are in APPENDIX E.**	Must be HAZMAT qualified
Update and Manage Personel DATA					X					Who has access to the AHORTS database within E-MILPO?
Setup/Maintenance of AIT Equipment			X			X				Who are the experts at the Unit and Installation Level. Must keep abreast of the cons the AIT suite.
TPFDD Creation										
Execute AIR GAP JFRG toTC AIMS	X									

Send EMAIL/NEWSGROUP Notifying Units a TPFDD is to be sourced	X									Who receives newsgroup information and where are they located. How is information
Create JFRG OR TC AIMS FILE From JOPES Requirement .PEJ FILE	X									
Download of TPFDD onto Entrprise Server										
Create Plan Name in TC-AIMS II - ENTERPRISE	X								**FORSCOM will create all TPFDD Plan Names on the Enterprise Server**	
Download TPFDD onto TCAIMS ENTERPRISE SERVER	X								**FORSCOM downloads all TPFDD (.pej) files to the Enterprise Server**	
Review TPFDD Requirements		X				X			**Installation/Division/Bde review TPFDD for accuracy.**	
Unit Deployment List										
Create Secondary Loads				X	X		X	X	**TC-AIMS II does not have edit checks for this Function. Be careful how you LINK items. You can Hitch, Load Onto, Inventoried, Mobile Load, Palletized, Put Into, Set, Stacked, and PiggyBacked. Can also be found in the SUM under APPENDIX C.**	Look at the diagram to see which link best fits. We HITCH trailers to prime movers, v boxes/containers, etc.. If you don't know ask an expert, ITO/Help Desk, ETC..

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Create Unit Deployment List (UDL)		X	X	X	X	X	X	X	**Must have Plan Name created,TPFDD downloaded, and reviewed.**	
1. Create UDL - Manually source the TPFDD									**Must have equipment and pax in the OEL.**	Manually source the TPFDD with equipment and personel withour matching requirme that there are not any requirments selected in the top window).Unit must assign equip UDL from their OEL. **Do not use** the **Auto Match** function to source the TPFDD .**Do Empty pallets and Containers**

2. Create UDL - Manually assign ULNs to Equipment and Pax									**Must have Equipment and Pax assign to the UDL**	Use the Assign/Edit ULN from the TOOLs menu or (Icon) to assign ULNs. Explain co ULN, and how equipment and pax get correct ULN assigned.
Create Legs and Segments		**X**			X				**TPFDD deployments must have had ULNs assigned to Equipment and Pax, use the <u>Auto Create</u> funtion to create Segment and Legs.**	Central to TCAIMSII deployments, most important FUNCTION. Use AUTO Create to this process. User can **RENAME** the **SEGMENT** for easier identification.
Assign Equipment and Pax to Legs.									**System automatically assigns equipment to strategic legs based on ULNS assigned in the Create UDL. May have to manipulate equipment to different legs to the POE, (Mode to Port) as the system uses a default.**	

CREATE TCNS		X	X	X	X				**Equipment must be assigned to Legs. Recommend creating TCNS when creating Segments and Legs.**	Must be done prior to printing any **MSLs** and before the Transaction to **COMPASS**. I you can create TCNs, recommended to do early in the process.
Review The Created Segment and LEGS.									**Ensure and review for the following: All equipment in the UDL must be assigned to a Segment/Leg. Equipment assign to the correct Leg. Equip/Pax have ULNS. TCNS have been CREATED**	Who reviews for accuracy (IMPORTANT)
Build A Record (Header) for COMPASS transmission.									**UDL created, ULNS assigned, UDL verified, TCNS created.**	Must have a JOB profile that allows for building of the A record.

Send TCAIMS II UDL to FORSCOM - COMPASS/JFRG						**X**			**All parties have reviewed UDL, and agreed to a good enough send. If you have changes to the UDL at a later date then a COMPASS txn is required and it will be a SEND not a re-send. Cannot have Empty Containers or Pallets. If Pallets are Empty they can be STACKED for AIR. The following must be done prior to transmission: Equipment assigned to segments and legs, Creation of TCNs, Creation of the A Record. Note: Units cannot be in the UDL when transaction is to take place. Cannot LOCK users out of system, so coordination is a must between Units and the ITO/DOL. NOTE: Send COMPASS File first then the JFRG file.**	The ITO/DOL usually sends the TXN to COMPASS. The building of the A Record ca ITO or the units can do their portion of the A record. If the units do their portion then have a Job Profile that allows the building of the A record.

Send TCAIMS II UDL to FORSCOM (Changes to the UDL) - COMPASS.									**Changes must have been made to the UDL. Equipment changes must have been reflected in the Segment and Legs. User would use the EXPORT button. System will export only the changes to COMPASS. The Re-Export button is only to be used when the original send did not complete because of system failure, etc..**	
FORSCOM loads file back into JOPES	**X**									
Load Planning										
Convoy Planning									**Equipment that is going by Convoy must have been assigned to the CONVOY Leg.**	
Create Convoy routes						**X**			**Create in TC-AIMS**	A listing of approved routes can be obtained from the local STARC

Create Convoy Clearance and Special Hauling Permit if Applicable/1265/1266						X			**Equipment must be in the UDL. Equipment must have an Item ID, If transporting hazardous the IMO Hazard Class Code and Net Explosive must be populated, routes assigned and validated, Axle data must be present, Link Dimensions for all trucks with Trailers. Perferred Departure Time Set, SP and RP set, Vehicles assigned to March Units, Convoy Commander Identified, and requires input with the Convoy Clearance Number.**	
PRINT MILITARY SHIPMENT LABEL (MSLs), Attached to equipment			X			X			**Must have created TCNs.**	Can be done in either Movement Planning (MP) or Movement Execution (ME). ME h so 2D MSLs should be done there. If done in MP system defaults to 3 of 9, user mus type in POE, POD.
Load Conveyances										

Export all data going by AIR to AALPS.			X			X			**Equipment must be assigned to an AIR Leg. TC-AIMS II has an AALPS viewer. Use the viewer to identify and correct errors before creating the transaction.**	
Import AALPS file into TCAIMS II			X			X			**AALPS will build the Air Load Plan. Tail NR, Chalks, etc..**	
BUILD RAIL LOAD PLAN, Create Train Personality						X			**ITO must have a job profile that allows access. ITO/DOL coordinate with DIV/BDE when to perform this function. Plan must have been created, equipment assigned to a Rail Leg. User must ADD TRAIN Personality, and ADD railcars. To run AUTO RAIL must create and assign equipment to Stage. User must also have created a RAMP ID. When creating a RAMP ID insure that installation label it correctly to identify. Example: Ft. Campbell ramp A, etc..**	The Build Rail Load Plan in MP will give the ITO/DOL an estimation on the rail cars to

Identify equipment going by Truck (commercial),				X	X				**Plan must have been created, equipment assigned to a TRUCK leg. TCAIMS will produce a CBL for a commercial truck. However, the Rates/Tenders will have to be manually entered. Also, there is no transaction to POWERTRACK for Commercial TRUCK.**	What is the current method of doing business, is all Commercial Truck done in GFM or is is Drum ITO uses TC-AIMS to create a CBL for Commercial TRUCK, then uses the CBL to m POWERTRACK. Can this be done at your installation. Is it easier this way or do want to m everything into GFM and send to POWERTRACK from GFM.
Bluild truck if applicable						X				
Movement Request										
Create Support Request (Bus,MHE,Pallets, Containers etc..)										LOCAL PROCEDURES
Review Support Request,										(FOR NOW)
Task and Fund Support Request										
Plan Execution										

Execute Movement Plans by each mode						X			**Plan Name, UDL, TCNS, Segments and Legs must all have been completed. Coordination with the DIV/BDE before ITO creates Executable Leg**	
Add Containers and Pallets for Movements in Execution (ME UDL)			X			X				Any additions will be added to your UDL, will not reside on your OEL
Rail Execution										
Create TCMDS, TCMDS must be done for each MODE						X			**Must have created an EXECUTABLE PLAN for RAIL.**	
Scan MSLs at the Railhead TO scanner.						X			**Must have installed and configured the MCL if using the PDT 8146. For RAIL SCAN must include the OWNER, Car #, Axles,Tare Wt, UIC**	Installation using the PDT 8146 or the SAVI 410R?
Scan MSLs (upload data from scanner).						X				
Import AIT files and apply to database to build TRAIN						X			**Open Executable Rail Leg, Select AIT Rail, download to file,(write file to a floppy, or flash drive). Download file to the Movement Execution Rail Leg, (Interface Newcargo Screen) Click Apply. Rail data will now be availbable in the CBL.**	

Create/Edit Commercial Bil of Lading (CBL)						X			**User reviews data from the scan. User can make manual adjustments if necessary. User must complete Header Info, Fiscal Info, and SPLC address.**	
Send financial data to POWERTRACK						X				
Surface Execution										
Create TCMDS, TCMDS must be done for each MODE						X			**Must have created an EXECUTABLE PLAN for SURFACE.**	The user must create a TCMD in Process Shipping Documents. The Screen must be filled out. The user must then go in to Edit TCMD to fill in the Date Shipped Block. User should check all TCMDs by clicking on the Trailer Data in Error TAB.
Use Checklist to ensure all required field have been completed						X				
Use Viewer to correct any deficiencies before sending file						X			**If the VIEWER shows any data in RED, go back and correct before sending to IBS.**	If there are no RED fields in the VIEWER, the USER will get a good transmission to IBS.

Send file to IBS for SURFACE Movements						X			**Job Profile must include IBS Txn. The user must have an established GBLOC CD in USER Profile. Executable Plan must have been created, TCMDS must have been CREATED.**	Explain the process for changes and re-submission of files. Must Select ALL and then ASSIGN equipment to be transmitted in the IBS Interface (WIZARDS). The file will be an attachement that will be FTP.
Assign/Delete Equipment to the UDL In Movement Execution									**If Adding Records Must Assign to UDL, ADD ULNS to equipment, Assign Equipment to Legs (Equipment will be grayed out in Seg/Legs), Create TCNS, and then Generate TCMDS.**	Determine who can ADD and Delete equipment after the UDL has been sent to COMPASS/IBS. If the Unit ADDS/DELETEs then a JOB Profile must be established for UMOs
Send file to IBS when changes to the UDL occur after the first send						X				
Commercial Truck Exectuion										
Create TCMDS, TCMDS must be done for each MODE						X			**Must have created an EXECUTABLE PLAN for TRUCK**	

Create CBL for TRUCK						X			**If you Create a CBL for TRUCK you must get the Rates/Tenders from GFM. No Automated Interface to POWERTRACK at this TIME. You can take each TRUCK CBL and manually enter into POWERTRACK.**	One (1) CBL is created for Each TRUCK
Send file to GFM if applicable						X				Explain the current process in TCAIMS II, and what the pain will be for COMMERCIAL TRUCKS\ Look at SBTE
Air Execution										
Create TCMDS, TCMDS must be done for each MODE						X			**Must have created an EXECUTABLE PLAN for AIR**	
Create Cargo Manifest						X				
Create Passenger Manifest DD FORM 2132									**Pax must be assigned to a Plan (UDL), Pax must be loaded onto a conveyance, Aircraft must have a Mission/Tail #,Each person manifested must have the Following: Name, SSN, Weight, and Grade.**	
Use Checklist to ensure all required field have been completed						X				

Send files to GATES. ATCMD						X			**Must have created TCMDs**	
Send files to GATES. PAX						X				Use the GATES ATCMD interface if applicable for Cargo.
Create RF Tags										
Launch TIPS within TCAIMS II or Launch TIPS outside TCAIMS II			X			X			**Must have created an EXECUTABLE PLAN, TCMDS must have been created. If the UNITS are writing RF TAGS must have a JOB Profile that allows for UMO to write RF TAGS, must coordinate with the ITO/DOL when to write TAGS.**	**If the UNITS are writing RF TAGS must have a JOB Profile that allows for UMO to write RF TAGS, must coordinate with the ITO/DOL when to write TAGS.**
Write RF TAGS			X			X			**Use the DD FORM 1750 Packing List to write TAGS for CONTAINERS if you did not use TC-AIMS II to stuff containers.**	
Upload RF TAG data to the RITV Server.			X			X			**IP address must have been setup for a Upload to the ITV server.**	
HELP DESK										
									TC-AIMS II HELP DESK PHONE # (703) 752-0806, (866) 822-4672, DSN (312)221-5000	Help desk is 24 hours a day 7 days a week.

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